

June 17, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Dear Supervisors:

**APPROVE SUBMISSION OF FEDERAL COPS ENHANCEMENT OF
COMMUNITY POLICING GRANT APPLICATIONS
(ALL DISTRICTS) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Sheriff to submit all grant applications to the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS Office), requesting funding for the Enhancement of Community Policing Program.
2. Instruct the Chair of the Board of Supervisors to sign all necessary grant application documents in order for all the interested units within the Sheriff's Department to apply for the grant funding. The documents include:
 - Required Signature forms
 - Assurance forms
 - Certification forms

This includes all future grant application documents submitted by the Sheriff's Department to the Board Office prior to the application deadline of June 27, 2003. The Chair's original signature is required on all application documents. Facsimile signature stamps will not be accepted by the funding agency.

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PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Federal COPS Office is seeking proposals to fund a variety of initiatives designed to enhance local law enforcement community policing efforts. An agency may submit multiple grant applications, as there are several topic areas to pursue. Projects may be funded for a minimum of one year and a maximum of two years. There is no matching of funds required under this solicitation. The funding ranges from \$50,000 to \$500,000, depending on the topic area pursued.

Topic areas that are being pursued by the Sheriff's Department are:

1. Open Topic, which encourages original and innovative proposals that support community policing efforts of local law enforcement;
2. Volunteers in Policing Services, which is to enhance the capacity of local law enforcement to utilize volunteers; and
3. Topic Focused Law Enforcement Technology Guides.

Since this solicitation is broad, with no matching funds required, there are several bureaus/units/stations, within the Sheriff's Department, that will be applying for the grant funding. Currently, the units/stations include: Carson Station, Communications and Fleet Management Bureau, Community/Law Enforcement Partnership Program, Data Systems Bureau, East Los Angeles Station, Industry Station, Lakewood Station, Lennox Station, Norwalk Station, Operations Bureau, San Dimas Station, Santa Clarita Valley Station, Walnut/Diamond Bar Station, and West Hollywood Station.

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Implementation of Strategic Plan

Applying for the COPS Enhancement of Community Policing Program conforms with implementation of the County's Strategic Plan Goal No. 3: Organizational Effectiveness. The crux of the grant program is to ensure that service delivery systems are effective and efficient relating to community policing.

FISCAL IMPACT/FINANCING

The COPS Enhancement of Community Policing Program will provide funding, from \$50,000 to \$500,000, with no match required, to fund a variety of community policing initiatives. The funding will pay for overtime, travel costs, supplies, general office items related to the program, and consultant costs. Other allowable costs are publications relating to the program, video production, and training development.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed award periods can range from one to two years, depending on the scope of the program. Each grant application submitted must have the original, signed grant application documents from the Governing Body. The applications are due to the Federal COPS Office by June 27, 2003. The application documents have been reviewed and approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

If the Sheriff's Department is awarded any funding from the Federal COPS Office, it will have a positive impact on current services. The potential funding, regardless of the nature of the program(s), will provide the Sheriff's Department additional resources to enhance its community policing efforts.

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CONCLUSION

Upon the Board's action, the Sheriff's Department needs to obtain four individually certified copies of the Board-adopted letter, along with original signatures on the applications forms. The Sheriff's Department's contacts for the requested Board action are Karen Anderson, Grants Manager, at (323) 526-5408 or Michelle Day, Grants Coordinator, at (323) 526-5212.

Sincerely,

LEROY D. BACA
SHERIFF

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LDB:PKT:JET:KJA:MAD:mad
(Fiscal Administration - Grants Unit)

c: Chief Administrative Officer
Auditor-Controller
Executive Officer, Board of Supervisors
County Counsel
William T. Stonich, Undersheriff
R. Doyle Campbell, Assistant Sheriff
Larry L. Waldie, Assistant Sheriff
Marvin O. Cavanaugh, Chief, Field Operations Region III
Sandra S. Hutchens, Chief, Office of Homeland Security
Michael M. Nagaoka, Chief, Field Operations Region II
Jerome W. Schmiedeke, Chief, Technical Services Division
Paul K. Tanaka, Chief, Administrative Services Division
Neil B. Tyler, Acting Chief, Field Operations Region I
Thomas P. Angel, Commander, Field Operations Region III
Michael Aranda, Commander, Technical Services Division
Dave R. Betkey, Commander, Office of Homeland Security
Robert L. Binkley, Commander, Field Operations Region III
Sammy L. Jones, Commander, Field Operations Region I
Johnny G. Jurado, Commander, Field Operations Region II
Patrick J. Mallon, Commander, Technical Services Division
Willie J. Miller, Commander, Field Operations Region II
Donald R. Rodriguez, Commander, Field Operations Region I
Andrew L. Lamberto, A/Assistant Division Director, ASD
Richard A. Adams, Captain, Lennox Station
Anthony Argott, Captain, East Los Angeles Station
Warren R. Asmus, Captain, Norwalk Station
William C. Bengtson, Captain, Data Systems Bureau
H. Russell Collins, Captain, San Dimas Station
Kenneth G. Johnson, Captain, Operations Bureau
David J. Long, Captain, West Hollywood Station

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Patti A. Minutello, Captain, Santa Clarita Valley Station
Todd Rogers, Captain, Carson Station
Robert N. Sedita, Captain, Communications & Fleet Management Bureau (CFMB)
Michael W. Smith, Captain, Industry Station
Alexander R. Yim, Captain, Walnut/Diamond Bar Station
Patricia A. Hawkins, Director, Fiscal Administration
Natalie D. Macias, Director, CLEPP
Alicia E. Ault, Lieutenant, Industry Station
Darrell B. Bolin, Lieutenant, Carson Station
Larry Brogan, Lieutenant, Lakewood Station
Jeffrey Donahue, Lieutenant, CFMB
Joe Gagliardi, Lieutenant, Field Operations Region III
Mitchell T. McMahon, Lieutenant, Walnut/Diamond Bar Station
Michael D. Pippin, Lieutenant, San Dimas Station
Judi E. Thomas, Assistant Director, Fiscal Administration
Katherine Vukovich, Assistant Director, CLEPP
Christy Guyovich, Sergeant, ASD
John McBride, Sergeant, Norwalk Station
Dan Mcleod, Sergeant, East Los Angeles Station
Neill Murchison, Sergeant, West Hollywood Station
Alfred D. Ortega, Sergeant, CFMB
Robert J. Tubbs, Sergeant, Operations Bureau
Karen Anderson, Grants Manager, Grants Unit
Dana Chemnitzer, Deputy, CLEPP
Patrick Rissler, Deputy, Santa Clarita Valley Station
Sidra Sherrod, Deputy, Lennox Station
Victor L. Zavala, Deputy, Lakewood Station
Vicky Morcos, ASM II, Grants Accounting and Special Funds
Lorraine Grant, Operations Assistant III, Field Operations Region III
Rhonda Hennessy, Operations Assistant III, Office of Homeland Security
Toni Merlo, Operations Assistant III, Field Operations Region II
Irma Santana, Operations Assistant III, Operations Bureau

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Kim Saucedo, Operations Assistant III, Field Operations Region I
Thea Sheridan, Operations Assistant III, Technical Services Division
Grants Unit - COPS Enhancement of Community Policing Grant file
Chrono

False statements or claims made in connection with COPS grants may result in fines, imprisonment, debarment from participating in federal grants or contracts, and/or any other remedy available by law.

I certify that the information provided on this form is true and accurate to the best of my knowledge.

V. Signature(s):

Signature of the Law Enforcement Executive or Program Official with the authority to apply for this grant on behalf of the applicant agency

Date:

Signature of the Government Executive or Financial Official with the authority to apply for this grant on behalf of the applicant agency

Date:

VI. Budget (your agency must address the following two items):

Items requested must be in addition to items already funded in your agency's budget. In other words, COPS funds cannot be used to pay for any item for which your agency has already budgeted.

1. Submit an itemized budget that lists the items your agency will request. A Budget Detail Worksheet is attached, in addition to general budget guidelines.
 - Indirect Costs are allowed only if the applicant has a Federally approved indirect cost rate. **A copy of the rate approval (fully executed, negotiated agreement) must be attached.**
 - If fringe benefits are being requested, please provide a detailed breakdown of the items that are included in the applicant's fringe benefit percentage rate.
2. Submit a budget narrative. Provide a brief, but detailed, description of the items requested and how these items relate to the project goals and objectives.

VII. Addenda

- Assurances (please sign and return)
- Certifications (please sign and return)
- Disclosure of Lobbying Activities (please sign and return if applicable)

Please be advised that a hold may be placed on this application if it is deemed that the applicant agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.

U.S. Department of Justice
Office of Community Oriented Policing Services



Assurances

Several provisions of federal law and policy apply to all grant programs. We (the Office of Community Oriented Policing Services) need to secure your assurance that the applicant will comply with these provisions. If you would like further information about any of these assurances, please contact your state's COPS Grant Program Specialist at (800) 421-6770.

By the applicant's authorized representative's signature, the applicant assures that it will comply with all legal and administrative requirements that govern the applicant for acceptance and use of federal grant funds. In particular, the applicant assures us that:

1. It has been legally and officially authorized by the appropriate governing body (for example, mayor or city council) to apply for this grant and that the persons signing the application and these assurances on its behalf are authorized to do so and to act on its behalf with respect to any issues that may arise during processing of this application.
2. It will comply with the provisions of federal law which limit certain political activities of grantee employees whose principal employment is in connection with an activity financed in whole or in part with this grant. These restrictions are set forth in 5 U.S.C. § 1501, et seq.
3. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, if applicable.
4. It will establish safeguards, if it has not done so already, to prohibit employees from using their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.
5. It will give the Department of Justice or the Comptroller General access to and the right to examine records and documents related to the grant.
6. It will comply with all requirements imposed by the Department of Justice as a condition or administrative requirement of the grant, including but not limited to: the requirements of OMB Circulars A-87, A-21, A-122, or the Federal Acquisition Regulations, as applicable (governing cost principles); OMB Circulars A-102 or A-110, as applicable (Uniform Administrative Requirements for Grants and Cooperative Agreements); OMB Circular A-133 (governing audits); the applicable provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; the current edition of the COPS Grant Monitoring Standards and Guidelines; and with all other applicable program requirements, laws, orders, regulations, or circulars.
7. If applicable, it will, to the extent practicable and consistent with applicable law, seek, recruit and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions in the agency.
8. It will not, on the ground of race, color, religion, national origin, gender, disability or age, unlawfully exclude any person from participation in, deny the benefits of or employment to any person, or subject any person to discrimination in connection with any programs or activities funded in whole or in part with federal funds.

These civil rights requirements are found in the non-discrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. § 3789(d)); Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); Title II, Subtitle A of the Americans with Disabilities Act (ADA) (42 U.S.C. § 12101, et seq.); the Age Discrimination Act of 1975 (42 U.S.C. § 6101, et seq.); and Department of Justice Non-Discrimination Regulations contained in Title 28, Parts 35 and 42 (subparts C, D, E and G) of the Code of Federal Regulations.

A. In the event that any court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability or age against the applicant after a due process hearing, it agrees to forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, D.C. 20531.

B. Grantees that have 50 or more employees and grants over \$500,000 (or over \$1,000,000 in grants over an eighteen-month period), must submit an acceptable Equal Employment Opportunity Plan ("EEO Plan") or EEOP short form (if grantee is required to submit an EEOP under 28 CFR 42.302), that is approved by the Office of Justice Programs, Office for Civil Rights within 60 days of the award start date. For grants under \$500,000, but over \$25,000, or for grantees with fewer than 50 employees, the grantee must submit an EEOP Certification. (Grantees of less than \$25,000 are not subject to the EEOP requirement.)

9. Pursuant to Department of Justice guidelines (June 18, 2002 Federal Register (Volume 67, Number 117, pages 41455-41472)), under Title VI of the Civil Rights Act of 1964, it will ensure meaningful access to its programs and activities by persons with limited English proficiency.

10. It will ensure that any facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify us if advised by the EPA that a facility to be used in this grant is under consideration for such listing by the EPA.

11. If the applicant's state has established a review and comment procedure under Executive Order 12372 and has selected this program for review, it has made this application available for review by the state Single Point of Contact.

12. It will submit all surveys, interview protocols, and other information collections to the COPS Office for submission to the Office of Management and Budget for clearance under the Paperwork Reduction Act of 1995 if required.

13. It will comply with the Human Subjects Research Risk Protections requirements of 28 CFR Part 46 if any part of the funded project contains non-exempt research or statistical activities which involve human subjects and also with 28 CFR Part 22, requiring the safeguarding of individually identifiable information collected from research participants.

14. Pursuant to Executive Order 13043, it will enforce on-the-job seat belt policies and programs for employees when operating agency-owned, rented or personally-owned vehicles.

15. It will not use COPS funds to supplant (replace) state, local, or Bureau of Indian Affairs funds that otherwise would be made available for the purposes of this grant, as applicable.

False statements or claims made in connection with COPS grants (including cooperative agreements) may result in fines, imprisonment, disbarment from participating in federal grants or contracts, and/or any other remedy available by law.

I certify that the assurances provided are true and accurate to the best of my knowledge.

Elections or other selections of new officials will not relieve the grantee entity of its obligations under this grant.

Signature of Official with Programmatic Authority (or Law Enforcement Executive, as applicable)

Date

Signature of Official with Financial Authority (or Government Executive, as applicable)

Date

U.S. Department of Justice
Office of Community Oriented Policing Services



Certifications

Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements Coordination with Affected Agencies.

Although the Department of Justice has made every effort to simplify the application process, other provisions of federal law require us to seek your agency's certification regarding certain matters. Applicants should read the regulations cited below and the instructions for certification included in the regulations to understand the requirements and whether they apply to a particular applicant. Signing this form complies with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)," and the coordination requirements of the Public Safety Partnership and Community Policing Act of 1994. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

A. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment or modification of any federal grant or cooperative agreement;

B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. Debarment, Suspension and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 -

A. The applicant certifies that it and its principals:

(i) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;

(ii) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(iii) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (A)(ii) of this certification; and

(iv) Have not within a three-year period preceding this application had one or more public transactions (federal, state or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 -

A. The applicant certifies that it will, or will continue to, provide a drug-free workplace by:

(i) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(ii) Establishing an on-going drug-free awareness program to inform employees about -

(a) The dangers of drug abuse in the workplace;

(b) The grantee's policy of maintaining a drug-free workplace;

(c) Any available drug counseling, rehabilitation and employee assistance programs; and

(d) The penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace;

(iii) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (i);

(iv) Notifying the employee in the statement required by paragraph (i) that, as a condition of employment under the grant, the employee will -

(a) Abide by the terms of the statement; and

(b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(v) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (iv)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: COPS Office, 1100 Vermont Ave., NW, Washington, D.C. 20530. Notice shall include the identification number(s) of each affected grant.

(vi) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (iv)(b), with respect to any employee who is so convicted -

(a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency;

(vii) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (i), (ii), (iii), (iv), (v) and (vi).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of performance (street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67.630 of the regulations provides that a grantee that is a state may elect to make one certification in each federal fiscal year, a copy of which should be included with each application for Department of Justice funding. States and state agencies may elect to use OJP Form 4061/7.

Check ☐ if the state has elected to complete OJP Form 4061/7.

4. Coordination

The Public Safety Partnership and Community Policing Act of 1994 requires applicants to certify that there has been appropriate coordination with all agencies that may be affected by the applicant's grant proposal if approved. Affected agencies may include, among others, the Office of the United States Attorney, state or local prosecutors, or correctional agencies. The applicant certifies that there has been appropriate coordination with all affected agencies.

Grantee Agency Name and Address: Los Angeles County Sheriff's Department
4700 Ramona Boulevard, Monterey Park, California 91754

Application No. and/or Project Name: Enhancement of Community Policing Grantee IRS/ Vendor Number: 95-6000927

False statements or claims made in connection with COPS grants (including cooperative agreements) may result in fines, imprisonment, disbarment from participating in federal grants or contracts, and/or any other remedy available by law.

I certify that these certifications provided are true and accurate to the best of my knowledge.

Elections or other selections of new officials will not relieve the grantee entity of its obligations under this grant.

Typed Name and Title of Official with Programmatic Authority Leroy D. Baca, Sheriff
(or Law Enforcement Executive, as applicable):

Signature: _____ Date: _____

Typed Name and Title of Official with Financial Authority Yvonne Brathwaite Burke, Chair, Board of Supervisors
(or Government Executive, as applicable):

Signature: _____ Date: _____